



IMS











IMS Campus

Paseo Saturnino Street, Banilad, Ma. Luisa,
Cebu City, Cebu, Philippines 6000
+63 32-272-0382

Korea Office

2F Seoul B/D, 7, Gangnam-daero 61-gil,
Seocho-gu, Seoul, Republic of Korea
+82 2-537-9633

2F 700, Jungang-daero,
Busanjin-gu, Busan, Republic of Korea
+82 70-7090-1462

	Website	www.ims7.com
	E-mail	imsmkt@ims7.com
	Facebook	IMS Academy Cebu
	Youtube	IMS Academy
	KakaoTalk	ims3
	Skype	imsmkt@ims7.com
	LINE	imsims3
	Wechat	imsims3
	Viber	639458210191
	Zalo	639458210191



IELTS · TOEIC · ESL

IMS



CONTENTS

1. IMS Introduction	1
2. Features and Pros	5
3. Level System	7
4. Academic Team	8
5. Campus and Courses	9
6. Hall of Fame	18
7. Activities	21
8. Student Management System	23
9. Registration, Refund, Exemption Regulations	24

Welcome to IMS



Why Cebu, the Philippines?

- Use English as a second language and speak English most fluently in Asia
- The work of all government offices and school and official documents are handled in English
- 1:1 class with a teacher which is the most cost-effective in English class is available
- Leisure activities and study can be done at lower cost than other English-speaking countries
- Throughout the long colonial period, various cultures of eastern and western countries are well harmonized, allowing you to experience a different culture
- It has impressive natural scenery such as beautiful beaches, high mountains and deep valleys, jungles and still active volcanoes
- As Cebu is the best vacation spot in the Philippines, many people around the world prefer Cebu for settlement after travel, education and retirement
- Large and small private schools and international schools are located in Cebu city and cities nearby, making it the best place to study abroad in early age

IMS (International Mac School) is located in the richest village in Cebu and operating Banilad campus, a boarding campus with safe security and various amenities for daily life. Banilad campus is a campus specializing in mid-long term courses which require management such as premium/intensive ESL, Power speaking, IELTS, TOEIC, EAP and so on.

IMS provides pathway program that can lead to authentic language training, study abroad and study abroad in early age as well at Banilad campus. IMS is not only located in a small area Cebu, the Philippines. IMS is also located in Guam(U.S. territory), Kuala Lumpur(Malaysia), Vancouver(Canada), Pennsylvania(USA) and so on, IMS have already taken a step forward as a global language institution.

IMS which has tradition, novelty and international network, will always try its best to repay the choice of trainees in order to provide successful English learning system and a blueprint for the future.

IMS BASIC INFOR MATION

School Name	IMS
License	- NTR No. 201607220132 (Department of education Philippines) - AAFS NO. JHM-18-TVET-366 (Bureau of Immigration Philippines)



The Philippines immigration approved foreign student registration permitted Educational Institution

It is an educational institution which got approval from the Philippines immigration department to accept foreign students and where can issue SSP (Special Study Permit).



Department of education of the Philippines TESDA approved educational institution

It is an educational institution, registered at TESDA (Technical Education and Skills Development Authority) under department of education of the Philippines

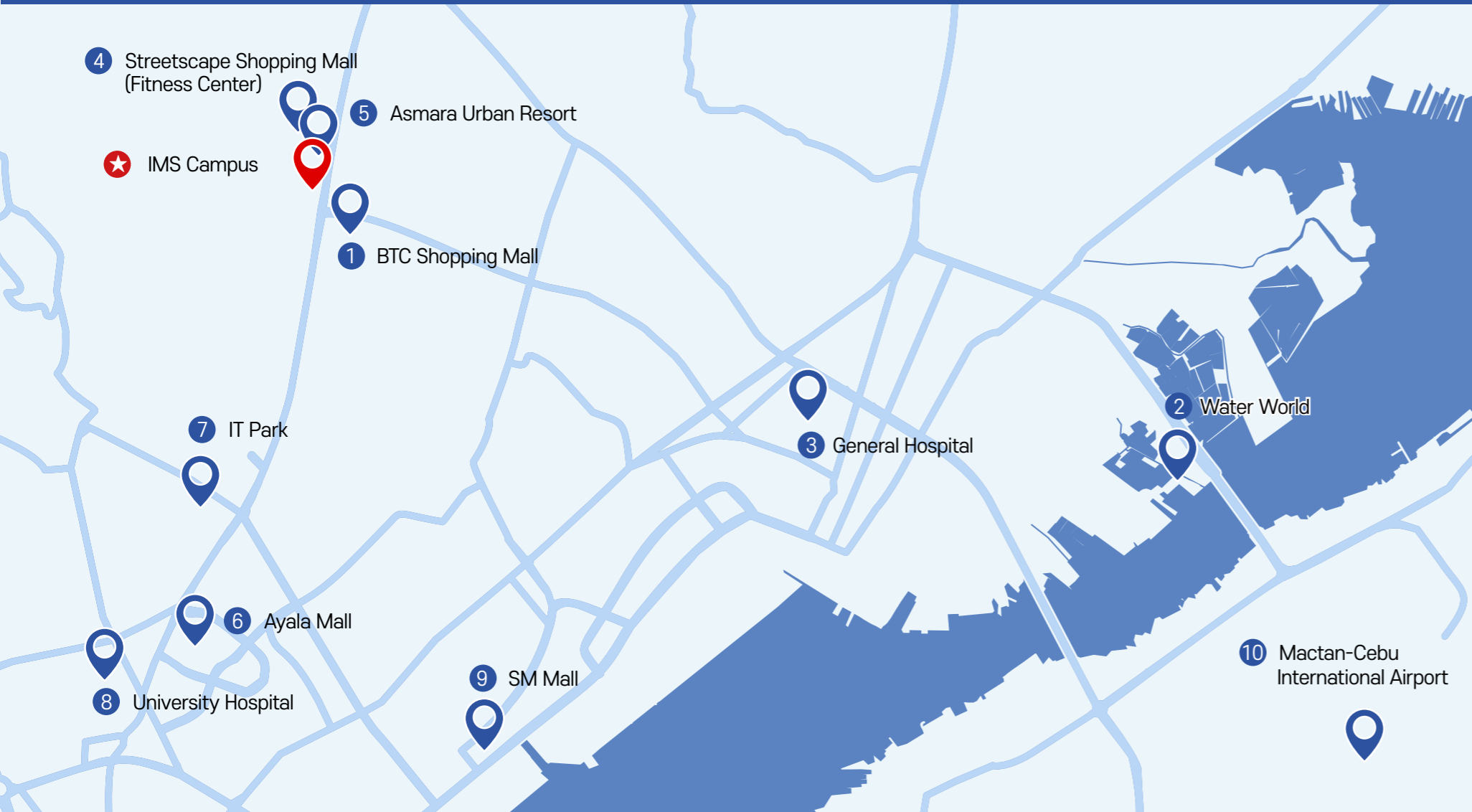


Cebu City business operation approved educational institution

It is an educational institution which got approval of business operation from Cebu City Hall



IMS in Cebu City



★ IMS Campus

Cebu City 🚗 10mins

01. BTC Shopping Mall

IMS Campus 🚶 10 mins

02. Water World

IMS Campus 🚗 15 mins

03. General Hospital

IMS Campus 🚗 20 mins

04. Streetscape Shopping Mall

IMS Campus 🚶 1 mins

05. Asmara Urban Resort

IMS Campus 🚶 5 mins

06. Ayala Mall

IMS Campus 🚗 10 mins

07. IT Park

IMS Campus 🚗 8 mins

08. University Hospital

IMS Campus 🚗 10 mins

09. SM Mall

IMS Campus 🚗 15 mins

10. Mactan-Cebu International Airport

IMS Campus 🚗 20 mins

IMS in Cebu City



Why 'IMS'?

8 reasons why you should choose IMS

01. EPT (English Proficiency Test) system based subdivided levels and effective study management

- Figure out accurate English skills by level test and make a study plan
- Provide effective study plan through regular evaluation and counselling
- Provide customized curriculum and textbooks according to goal and period.

IELTS Placement / Progress Test Results (January 2019)

Level	Listening	Reading	Writing	Speaking	Total
Beginner	5.0	5.0	5.0	5.0	20.0
Elementary	5.5	5.5	5.5	5.5	22.0
Pre-Intermediate	6.0	6.0	6.0	6.0	24.0
Intermediate	6.5	6.5	6.5	6.5	26.0
Upper-Intermediate	7.0	7.0	7.0	7.0	28.0
Advanced	7.5	7.5	7.5	7.5	30.0

02. Semi-Sparta Campus

Semi-Sparta campus, suitable for mid-long term courses which require management and to get high score quickly in official English exam such as IELTS / TOEIC



03. Best Location

located in the richest village in Cebu with safety and various amenities



04. High Standard of Teachers

- 6 recruitment criteria based on a strict talent Pool system
- Having experienced teachers from prestigious universities in the Philippines
- Maintaining a high standard of teachers by regular training and multifaceted evaluation



05. Variety of Nationalities Rate

- Global campus not only with Korean, but also with students of various nationalities such as Japanese, Taiwanese, Chinese, Mongolian, Vietnamese, Russian and so on.
- Provide an opportunity to develop the ability to better understand other cultures, diversity, and global borderless world of today by having foreign friends and learning about different cultures. Korean(35%), Japanese(10%), Taiwanese(15%), Chinese(15%), Vietnamese(15%), etc(10%)



06. Various Student Support Service

- Manager and staff assignment by country
- Regular mentoring, counselling service, various study support service
- Cleaning service 2 times a week / Laundry service 3 times a week



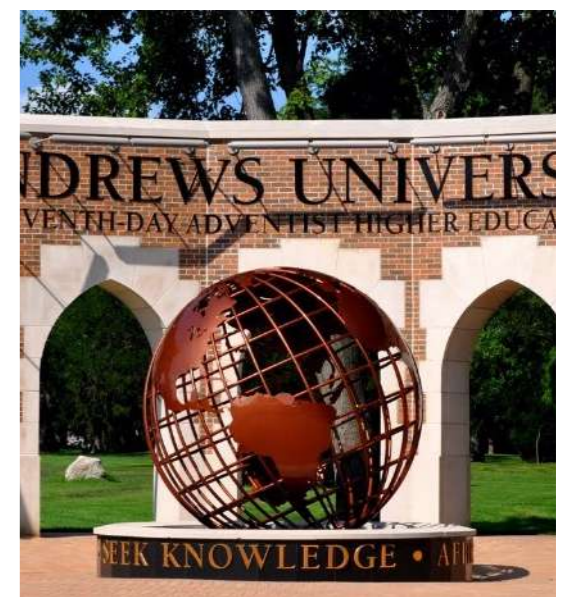
07. Thorough safety and healthcare

- CCTV installed / 24-hour monitoring and security guard
- 3 meals a day, provide food which are suitable for international students' preference based on Korean food
- Academy manager is residing at dormitory in case of emergency



08. Provide PATHWAY program for entering foreign prestigious university and internship program

- MOU agreement with Andrews University, a prestigious university in United States
- Affiliated with Sprott Shaw college in Canada
- MOU agreement with Canada GBC internship company
- Provide special admission and scholarship benefits for IMS students
- You can enter universities overseas in the United States, Canada, Australia, Singapore and more through Pathway program



IMS Level System

IMS level system is based on EPT (English Proficiency Test) results and classified into a total of 12 levels, also it is evaluated by the Common European Framework (CEFR) level system which is recognized as international language standard level worldwide.

IMS LEVEL	LEVEL	CEFR	IMS TEST SCORE	TOEIC	IELTS	TOEFL [IBT]	Cambridge Exam
Master	12	C2	96~100		9	110-120	CPE
Advanced	11	C1	89~95	975-990	8.0-8.5	102-109	CAE
	10		78~88		7.5	94-101	CAE
	9		69~77		7	79-93	FCE
Upper-Intermediate	8	B2	65~68	905-960	6.5	65-78	FCE
	7		61~64	785-900	5.5-6.0	53-64	FCE
Intermediate	6	B1	57~60	680-780	4.5-5	41-52	PET
	5		53~56	550-675	4	35-40	PET
Pre-intermediate	4	A2	46~52	450-545	3.5	30-34	KET
Elementary	3	A1	40~45	225-445	3	19-29	
	2		20~39	175-220	2.0-2.5	11-18	
Beginner	1		1~19	120-170	1.0-1.5	0-10	

IMS Special Class

• Media English

Learning variety of expressions through listening to CNN news, Ted talks, movie, music and so on

• Intensive Grammar special class

A special class for you to understand properly from the basic grammar structure to any area of grammar you are weak at

• Daily English

Learning various expressions that are often used in daily life, especially students who are about to go to English speaking countries for language training will learn practical English

• Various Writing

Increasing writing skills through variety of topics and methods

• Debate

Developing the ability to debate and express each other's opinion with various topics



IMS academic team operates an excellent academic system based on situational language teaching to provide personalized class with high quality.

We operate dedicated teacher system for each area that strictly verifies not only teaching skills but also qualifications to be a professional teacher. Also, we conduct systematic and excellent talent management through class research, textbook development, regular teacher evaluation and examination.



IMS Teacher Recruitment Management System



IMS CAMPUS introduction

IMS campus is located in Maria Luisa Village, the richest village in Cebu and a safe area. There are various amenities for daily life such as shopping mall, swimming pool, fitness center, massage shop, restaurants, cafes. Moreover, it is a suitable campus for mid-long term courses which require management such as ESL course, official English exam course, admission in foreign university course and more as many Korean managers and academic managers are residing at the campus.



Provided courses

- Premium / Intensive ESL
- Power Speaking
- Business English
- IELTS (Academic / General)
- Pre-IELTS
- IELTS Guarantee
- TOEIC
- Pre-TOEIC
- TOEIC Guarantee
- EAP (English for Academic Purpose)
- Family Program (Junior / Parents)
- KET/PET

Recommend to these students

- Students who have a goal of entering university overseas and preparing to get official English exam score and successful study abroad
- Students who aim to improve English skills quickly with enough amount of learning and intensive management
- Anyone preparing immigration
- Someone Targeting official English exam score
- Someone who wants to focus on studying English speaking
- Someone who want to learn English business communication

CAMPUS Facilities

- **Study facilities** classroom (1:1, group), junior classroom (1:1, group), library, kids room, self-study room
- **Research room specialized in IELTS and TOEIC**
- **Accommodation** dormitory (single, double, triple and quadruple room)
- **Amenities** restaurant, lounge, self-study room, multi-purpose room and so on
- **Meal** 3 meals a day
- **Provided services** airport pick up, medical support service, free WiFi, cleaning service (2 times a week)

· Library specialized in IELTS

- Recent IELTS exam materials and library
- All the information about exam provided

· IELTS Team

- All teachers have official IELTS score
- Weekly professional training to analyze the latest exam trends and prepare lectures
- Regular teachers' exam and multifaceted evaluation



CAMPUS Environment

Maria Luisa area where IMS campus is located, is the richest village in Cebu and similar to Cheongdam-dong in Korea. As it is a rich village, it is a place where many foreign residents and local upper class live due to safety and many amenities. Students in IMS do not have to go to big shopping mall to go to the restaurants, supermarkets, cafes and so on as they are just nearby, and even have opportunities to have conversation with foreigners at swimming pool and fitness center nearby the campus.

Streetscape Mall

Streetscape mall which is 1 minute away from IMS campus by foot, has many facilities such as restaurants from different countries, coffee shops, massage shop, fitness center, screen golf and so on. Especially, we received good feedback from IMS students about fitness center as it provides the best standard of scale and facility in Cebu.



Asmara Urban Resort & Lifestyle Village

Asmara urban resort which is located 3 minutes away from IMS campus by foot, is a club house operated by Italian owner and it has swimming pool, tennis court, yoga, restaurant and pub. It is especially popular for foreign residents and tourists.



Program	Course	Minimum Level for Course	Curriculum					Total number of class	Class hour	Training period	Age of application
			Morning	1:1	Group	Self	Night				
ESL	Premium ESL	All levels	1	4	4	optional	2 optional	11 time	1 Time 45 mins for class 10 mins break	More than 1 week	Above 15
	Intensive ESL	All levels	1	6	3	-	2 compulsory	12 time			
	Power Speaking	All levels	1	4	4	optional	2 optional	11 time			
	Business English	Above IMS Lv.3	1	4	4	optional	2 optional	11 time			
IELTS	Pre-IELTS	All levels	1	4	4	compulsory	2 compulsory	12 time	1 Time 45 mins for class 10 mins break	More than 12 weeks	Above 15
	IELTS	IELTS 4.0 TOEFL 430	1	4	4	compulsory	2 compulsory	12 time			
	IELTS Guarantee		1	4	4	compulsory	2 compulsory	12 time			
TOEIC	Pre-TOEIC	All levels	1	4	4	compulsory	2 compulsory	12 time	1 Time 45 mins for class 10 mins break	More than 1 week	Above 15
	TOEIC	TOEIC 400	1	4	4	compulsory	2 compulsory	12 time			
	TOEIC Guarantee		1	4	4	compulsory	2 compulsory	12 time			
EAP	EAP Program	IELTS 5.5	1	6	2	compulsory	2 optional	12 time	1 Time 45 mins for class 10 mins break	More than 8 weeks	Above 15
Family	Junior	All levels	-	4	4	-	-	8 time	1 Time 45 mins for class 10 mins break	More than 1 week	7~14
	Parents ESL		-	3	1	-	-	4 time			Above 20

* Morning class for each course: optional * Intensive ESL : Compulsory night class

Time	Premium ESL	Intensive ESL	Power Speaking	Business English	Pre-IELTS IELTS IELTS Guarantee	Pre-TOEIC TOEIC TOEIC Guarantee	EAP Program	Junior	Parents
06:30-08:30	Breakfast								
07:00-07:45	Morning Class (Mon~Fri)								
07:45-08:30	Vocabulary Test (Mon~Thu)								
1st class	08:30-09:15	One on One	One on One	One on One	One on One	One on One	One on One	One on One	One on One
2nd class	09:25-10:10	One on One	One on One	One on One	One on One	One on One	One on One	One on One	One on One
3rd class	10:20-11:05	One on One	One on One	One on One	One on One	One on One	One on One	One on One	One on One
4th class	11:15-12:00	One on One	One on One	One on One	One on One	One on One	One on One	One on One	Group class
12:00-13:00	Lunch								
5th class	13:00-13:45	Group class	One on One	Group class	Group class	Group class	One on One	Group class	
6th class	13:55-14:40	Self-Study	One on One	Group class	Group class	Group class	One on One	Group class	
7th class	14:50-15:35	Group class (Native Speaker)	Group class (Native Speaker)	Self-Study	Self-Study (Writing)	Self-Study (Reading)	Self-Study (Vocabulary)	Group class (Native Speaker)	
8th class	15:45-16:30	Group class (Native Speaker)	Group class (Native Speaker)	Group class	Group class	Group class	Group class (Native Speaker)	Group class (Speech)	
9th class	16:40-17:25	Group class (Native Speaker)	Group class (Native Speaker)	"Group class (Native)"	"Group class (Native)"	Group class	Group class		
17:30-19:00	Dinner								
Night class	18:30-20:20	Night Class			IELTS Exercise and Review	TOEIC Exercise and Review	Self-Study (Homework)		

* The schedule above is just a sample, class schedule may be changed depending on each student's schedule.

* Morning vocabulary test is compulsory, going out daily/during weekdays/staying out overnight will be allowed depending on the exam score for each course

* Group class (Native Speaker) is only for above admission test level 3, local Philippines teachers will be assigned for below level 3.

IELTS

- All classes are conducted by teachers who already have official IELTS score and proceed classes through analyzing the latest exam trends
- Can collect the information anytime from the latest exam materials and textbooks at the library specialized in IELTS
- Can get the target score in a short-term period under management system with years of know-how
- 1 Morning class + 9 Regular classes + 2 Night classes (total 12 hrs)
- Prepare the actual exam by weekly mock test, organize and manage the curriculum to get high score in a short-term period
- Necessary self-study writing class –under professional IELTS teacher (personalized guidance based on exam evaluation)

Pre-IELTS Course

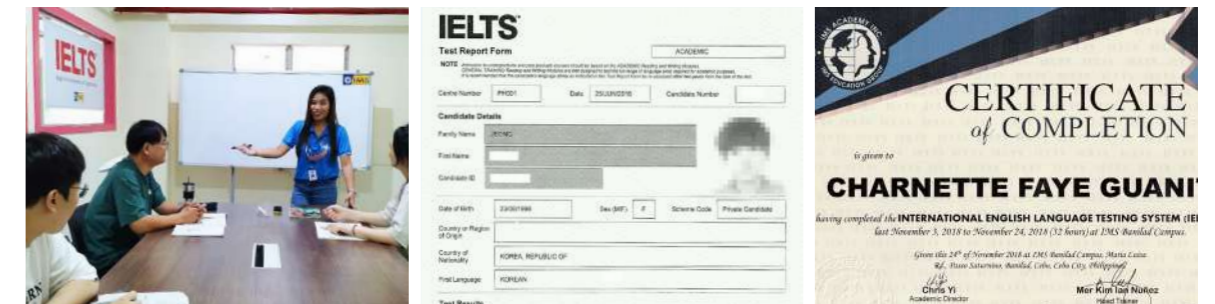
- Recommended course for people who do not have official IELTS score yet or the score below 4.0

IELTS (Academic / General) Course

- Operating Academic / General course to obtain exam score in IELTS

IELTS Guarantee Course

- Set the target score according to IELTS score for university admission, must meet certain conditions
- If your score doesn't meet your target score even if you completed IELTS guarantee course, classes and re-examination fees will be provided free of charge
- In case of IMS's IELTS guarantee course students, 99% or more of them obtain the target score after the guarantee period.



IELTS Guarantee Course

Target Score	IELTS 5.0	IELTS 5.5	IELTS 6.0	IELTS 6.5	IELTS 7.0
Score for Admission	IELTS 4.0 / TOEFL 40 TOEIC 430	IELTS 4.5 / TOEFL 45 TOEIC 490	IELTS 5.0 / TOEFL 60 TOEIC 680	IELTS 6.0 / TOEFL 80 TOEIC 800	IELTS 6.5 TOEFL 90
Benefits	12 weeks : 1 Official IELTS Test, 24 weeks : 2 Official IELTS Test, 36 weeks : 3 Official IELTS Test				
Conditions	<ul style="list-style-type: none"> - Minimum 12-week course registration, minimum 95% attendance rate, 100% mock test attendance. - Failure to meet the guarantee class conditions if the previous mock test score is not maintained more than twice. - Failure to meet the guarantee class conditions if you receive two warnings. - Unable to change course after course started. - If you can't get the target score even all the conditions above are met, tuition fee will be exempted until the student get the target score. (the student is responsible for dormitory fee) 				
Start date of Course	Starting the course 10 weeks before the official IELTS exam in Cebu, Philippines				
Pre-IELTS, IELTS Course Class Contents					
Morning	CNN, BBC, Ted Talk				
One on One	IELTS Reading, IELTS Writing 1, IELTS, Speaking, Pronunciation				
Group	Pre-IELTS : Grammar and Vacab, IELTS Listening, Everyday Conversations (Idioms), Expression (Native) IELTS : Grammar and Vacab, IELTS Intergration, IELTS Writing 2, IELTS Listening				
Night	IELTS Exercise and Review				

* Night Class Contents are compulsory.

TOEIC

1. All classes are conducted by teachers who already have official TOEIC score and proceed classes through analyzing the latest exam trends
2. Can collect the information anytime from the latest exam materials and professional teachers residing at the campus
3. Can get the target score in a short-term period under management with years of know-how
4. 1 Morning class + 9 Regular classes + 2 Night classes (total 12 hrs)
5. Prepare the actual exam by weekly mock test, organize and manage the curriculum to get high score in a short-term period

• Pre-TOEIC Course

- Recommended course for people who do not have official TOEIC score yet or the score below 400
- Provide a curriculum for Pre-TOEIC speaking, writing classes and to enhance basic language skills as well

• TOEIC Course

- A program to get TOEIC exam score

• TOEIC Guarantee Course

- Set the target score for university admission, must meet certain conditions
- If your target score doesn't meet your target score even if you completed TOEIC guarantee Course, classes and re-examination fee will be provided free of charge
- In case of IMS's TOEIC guarantee course students, 99% and more of them obtain the target score after the guarantee period
- ※ Free official examination opportunities are provided (once in a 3 months course)



Target Score	TOEIC 600	TOEIC 700	TOEIC 800	TOEIC 900
Score for admission	TOEIC 400	TOEIC 500	TOEIC 650	TOEIC 800
Benefits	12 weeks : 1 Official TOEIC Test, 24 weeks : 2 Official TOEIC Test, 36 weeks : 3 Official TOEIC Test			
Conditions	<ul style="list-style-type: none"> - Minimum 12-week course registration, minimum 95% attendance rate, 100% mock test attendance. - Failure to meet the guarantee class conditions if the previous mock test score is not maintained more than twice. - Failure to meet the guarantee class conditions if you receive two warnings. - Unable to change course after course started. - If you can't get the target score even all the conditions above are met, tuition fee will be exempted until the student get the target score. (the student is responsible for dormitory fee) 			
Start date of course	Starting the course 10 weeks before the official IELTS exam in Cebu, Philippines			

TOEIC Guarantee Course

Pre-TOEIC, TOEIC Course Class Contents

Morning	CNN, BBC, Ted Talk
One on One	Pre-TOEIC : Comprehensive Reading, English Integration, Speaking, TOEIC Grammar TOEIC : TOEIC Vocabulary, Comprehensive Reading, TOEIC Grammar, Speaking
Group	TOEIC-IELTS : TOEIC Reading, TOEIC Listening, Expressions (Native), Conversation TOEIC : TOEIC Reading Part 5 and 6, TOEIC Reading Part 7, TOEIC Listening, Expressions (Native)
Night	TOEIC Exercise and Review

* Night Class Contents are compulsory.

Premium ESL Intensive ESL

- 1:1 class is available for each subject. Increase language skills and confidence by focusing on training for subjects you are weak at
- Conducting group classes with various activities to use advanced vocabulary in an environment where you actually use the words for activities
- 1 Morning class + 9 Regular classes (Intensive : 6 1:1 classes) + 2 Night classes (Total 12 hrs)
- Monthly evaluation for grade management

Premium ESL and Intensive ESL Class Contents

Morning	CNN, BBC, Ted Talk
One on One	Speaking, Grammar, Vocabulary, Reading
Group	Listening, Writing, Speaking for Beginners, Conversation, News Alert, Expressions (Native)
Night	Daily English/ Intensive Grammar/ Various Writing

Premium ESL * Morning, Night Class Contents are optional. / Intensive ESL * Morning, Night Class Contents are compulsory



Business English Course

- Available for IMS lv.5 and above
- A course for those who want to learn more about business conversation than colloquial conversation
- Learning professional business words and idiom for dealing with business buyers, overseas business trip, meetings.
- For job interviews at major companies or international companies
- Someone who needs to improve the ability to consult foreign expatriate in a domestic company, work report/order, host a meeting
- 8 Regular classes
- Monthly evaluation for grade management

Business English Course

Morning	CNN, BBC, Ted Talk
One on One	Speaking, Grammar, Vocabulary, *Professional English, Writing
Group	Business Integration, Socials and public speaking, Reading Expressions (Native)
Night	Daily English/ Intensive Grammar/Variou Writing

*Morning, Night Class Contents are optional.



Family Program

- Language training program with family which junior student and parents participate together
 - Provide different programs for junior student and parents accordingly
 - A program that could maximize training efficiency as it is possible to transfer classes between parents and junior student
 - Junior student and parents can go out together except for during regular class time
 - PET/KET exam classes are available through placement test
 - **PET/KET exam classes: available from IMS Lv.2 and above, and minimum of 8 weeks class**
- ※PET/KET: Cambridge English test, international certification recognized by institutions around the world (permanent validity)



Min.Lv.2	
Morning	CNN, BBC, TED, Movie clips, Sitcom, Music
One on One	Speaking, Reading, Integrated Grammar, Vocabulary & Idiom
Group	Conversation, Discussion and Debating, Native English, Listening
Night	Daily English, Listening & Writing, Intensive Speaking, Presentation, Interview Skills

*Morning, Night Class Contents optional.

Min.Lv.4	
Morning	CNN, BBC, TED, Movie clips, Sitcom, Music
One on One	Speaking : Part 1~4, Reading : Part 1~5, Writing : Part 1~3, Integrated Grammar and Vocabulary
Group	Conversation, Discussion and Debating, Native English, Listening : Part 1~4
Night	Daily English, Listening & Writing, Intensive Speaking, Presentation, Interview Skills

*Morning, Night Class Contents optional.

Parents Course	
- Parents 1day 4hours of regular class 1 : 1 (3), Group (1) - Program focusing on basic practical English conversation	
One on One	Speaking, Grammar/Writing, Reading/Vocabulary
Group	Listening

*Morning, Night Class Contents optional.

Junior Course	
- Junior 1day 8hours of regular class 1 : 1 (4), Group (4)	
One on One	Speaking, Grammar, Writing, Reading/Vocabulary
Group	Listening, Vocabulary, Speech, Expression (Native Speaker)

*Morning, Night Class Contents optional.

Power Speaking

- Ideal Class for all students from beginner to advanced
- 8 Regular classes, CLT (Communicative language Teaching) system
- CLT provides classes for colloquial conversation and useful words for daily life which is more fun and useful
- Monthly evaluation for grade management

Power Speaking	
Morning	CNN, BBC, Ted Talk, Pop song, Sitcom
One on One	Pronunciation, Vocabulary, Grammar, Speaking, Presentation
Group	Listening 1, Listening 2, Discussion, Speaking Drills
Night	Daily English / Intensive Grammar / Various writing

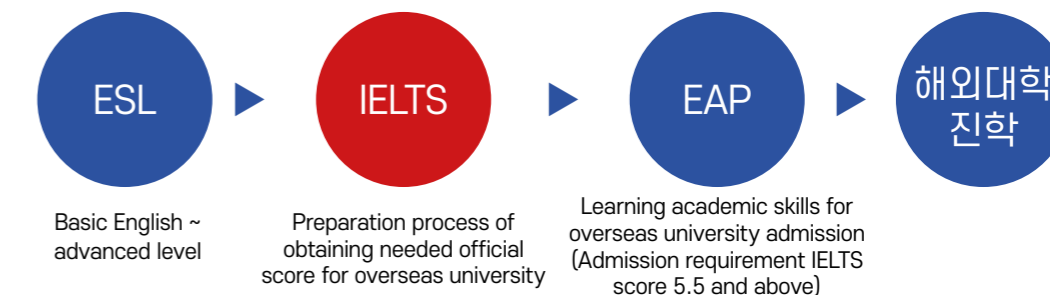
*Morning, Night Class Contents optional.

EAP English for Academic Purpose

- **Overseas university preparation course**
- Admission requirement: IELTS score 5.5 and above
- 1 Morning class + 6 1:1 classes + 2 Group classes + compulsory self-study + 2 Night classes = 12 classes in a day
- Included items: Tuition, Consulting about overseas universities, career counselling
- The process of learning what is needed in actual university classes in an English immersion environment and make a habit of self-directed learning attitudes
- Pre-learning to learn how to write essays/reports, presentations, discussion classes, etc in advance to adapt to the curriculum of overseas universities quickly
- A program to prepare for successful study abroad through continuous counselling and academic guidance by professional counsellor based on career and aptitude tests during the program period
- Providing admission information for affiliated universities with IMS and other universities around the world



The Process of overseas university admission through IMS



EAP Course Class Contents	
Morning	CNN, BBC, Ted Talk
One on One	Academic Reading, Presentation, Academic Speaking, Research Skill, Academic Vocabulary, Advanced Grammar
Group	Advanced Writing, TED Talk (Native Speaker)
Night	Self-Study (Homework)

* All class schedule can be changed depending on personal schedule.

University Pathway

KAPLAN University Pathway

- Kaplan Singapore is a private university foundation in Singapore and offers degree courses by top prestigious universities recognized in the UK, Ireland and Australia
- Awarded to Kaplan in Singapore by JobsCentral Learning Training & Education Development (T.E.D.) Awards for the third consecutive year and selected as the “best private education institution” for each sector
- It is one of the educational institutions which offers the most various educational curriculums in the world, and gained 4-year Edutrust certification, conferred by the Committee for Private Education (CPE)
- You can obtain a bachelor’s degree in a relatively short period of time as the university’s bachelor’s course consists of 3 grades which consists of 4 grades in Korea

KAPLAN Partner Universities

- Northumbria University
- University of Portsmouth
- University of Essex
- Royal Holloway, University of London
- University College Dublin
- Murdoch University

Representative Majors

- Accounting, Banking & Finance
- Business & Management
- Education & Social Sciences
- Hospitality & Tourism Management
- Information Technology
- Law



IMS Academy & KAPLAN SINGAPORE

- Due to the agreement signed with KAPLAN Singapore, the Kaplan Higher Education Academy (KHEA) for the English level of IMS Academy is recognized
- You can enter university with IMS English level instead of getting IELTS score which is required for overseas university admission
 - **IMS Academy English Level 8 : Meet the conditions for Kaplan Foundation Diploma of KHEA**
 - **IMS Academy English Level 9 : Meet the conditions for Diploma Program of KHEA**

Admission Period and Admission Process



- Compared to other countries, admission period is relatively free and documents for admission application and visa application are relatively simple
 - 2-3 times a year for degree course
 - Maximum of 6 times in a year for Diploma

IMS Hall of Fame



Jessica

IMS Study Period 13 months | Toronto University

IMS speech contest became a practice for presentation, self-study habit was the most helpful. It's quite difficult unless you have a strong self-study habit and intention to study, as North America society is in a relatively free atmosphere. However, I'm so happy that managers at IMS helped me to make strong self-study habit by giving me compulsory self-study time and classes. The managers' correct guidance and care helped us to achieve our goals and feel less lonely away from our parents in the Philippines. North American society recommends learning naturally without forcing you to memorize words, but I think it is important to memorize a lot of words to make reading easier and faster and to make vocabulary levels higher in essays. I wanted to play hard when I studied at IMS, but after I came to university, I think that the moments at IMS was the happiest time. So I hope you work hard! As self-study habit is the most important, don't be dissatisfied with teachers guiding you to do self-study and come to Toronto University!



Jo

IMS Study Period 13 months | Centennial College

Take care of your mental health well~ There are a lot of things that I missed when I had homesickness, and now I think those moments were quite regrettable. However, talking with the managers was helpful when I was down. I didn't know then, but now I think I can understand how you felt. There are times when you are down and exhausted, but still study hard with a goal. Now I'm doing alright with all grade A! Cheer up IMS students!



Won

IMS Study Period 13 months | PSB Academy

EAP course was very helpful for my life in university. PPT presentation, TED, Report, Writing and so on were necessary study for university life, I do recommend to students at IMS. I doubted how helpful EAP course will be, but I think I might have hard time during class if I didn't have EAP course. (There are quite many people who just entered university here from Korea and quit because they got used to cramming method). What we need to do now to get to our goal is to study. Go ahead!



Tim

IMS Study Period 9 months | Glendale Commu-

Firstly, it was helpful for me to keep in mind the college I really wanted to go from the beginning and study. There are many cases which just get dragged around without any goal, but I set my goal and follow the career path. I think that was the reason why I could get a good result in a short period. Secondly, I was motivated to study and started to study after I saw an older friend studying very hard, it turned out to be a good result. Thirdly, having a healthy hobby helped me to control myself. As I studied hard and enjoyed scuba diving to give myself a reward when I get positive results, I didn't get into slumps like others. Set your goal, study with friends and healthy hobbies! You will see success right in front of you!



Reviews from IMS Student



Eddy, Ellie

Family program 🇰🇷

I was worried as it was my first time going for language training with family and have to stay in foreign country. IMS manager helped a lot on the first day after arrival and had personalized classes after level test. There were many 1:1 classes and they were helpful for my kids, more importantly personalized classes were suitable for my kids as well. My kids were having a little bit of hard time adapting to the new environment, but since teachers took good care of kids, kids were very sad after the last class before we came back to Korea. My kid said that if he can have another chance to visit Cebu, he want to come back to IMS.

The best point of staying at IMS for me was the environment such as shopping mall and Asmara swimming pool which were in a walking distance. We could walk to those places without a car, and safety there was very good that many people are worried about! IMS Academy introduced us some weekend activities, and kids were never bored as we went for hopping tour, Asmara swimming pool, Mactan resort and so on. Moreover, it was also good because the campus was near from Ayala mall and SM mall. Besides, it was comfortable to stay with cleaning service and laundry service provided twice a week. We also had Korean and fusion buffet meals on the 6th rooftop floor while feeling the wind and nice view. I think it was a good experience for my kid having conversation with foreign friends as there are many other students from different nationalities.

Life at IMS academy was so fun and comfortable and I felt like 4 weeks is too short. I even thought like 'should I extend my course and stay longer?' at the end of language training course. Thank you so much for making good memories for my family this summer and it was so fun!



Nga

IELTS course 🇻🇳

I made many foreign friends in IMS, learned many different cultures, and thankful for getting knowledge about the Philippines, Taiwan and Mongolia that I didn't know about before. Moreover, I visited the Philippines wedding event for the first time. It was very impressive to learn their tradition and learn the way they celebrate. Also, I went for some activities with other students and managers every Saturday. Truly thankful for the opportunities that I could travel islands in Cebu.

Lastly, thank you so much for everything I learned at IMS, made me realized that I shouldn't be embarrassed to express my experience and skills in English. I hope to meet them again once I'm back here.



Sidae

IELTS course 🇰🇷

My favorite thing at IMS was the systematic class. If you enroll here, you will have a test first which is for class arrangement according to your level. You can check the each level of your speaking, reading, writing, vocab and all, then the campus recommend personalized class to each student. Therefore, I could know which subject I'm weak at and I had effective class as I knew my weakness.

Furthermore, Location! Location of the campus is very good. I only had one information that there is a shopping mall nearby the campus, but when I roam around the campus after the arrival, aside from the nearest streetscape shopping mall, there were 2 more shopping malls in 10 mins of walking distance. So that, it was comfortable to buy living things and eat outside at the restaurants, I guarantee there is no places better than here as in the location.

What I learned from this language training are confidence, English grammar skills and independence. I could fully gain those 3 components, but I know that I need to try to make it mine permanently. Thank you for everyone who has helped me to have the only chance in my life.



Emily, Peggy, David

Family program 🇹🇼

I went to IMS Academy in Banilad, the Philippines for 4 weeks with my son. First of all, the managers and the director told me about the academy life and amenities nearby in detail, so I could live very comfortably and the manager accompanied me for tour every week such as Kawasan canyoneering, Oslob and hopping tour. In addition, local teachers in the Philippines guided and taught in detail, especially for my son according to his level. Also, it was very impressive that they keep having conversation in English with my son during break time. I think that was the reason why my kid could focus on classes for the past 4 weeks. The meal was served in a fusion Korean style and was very good to have variety of tropical fruits on Monday night.

Moreover, it was comfortable to stay because there were laundry and cleaning service twice a week. As there are 3 malls in walking distance, it was very comfortable to go to buy things and eat outside. Especially, we often visited Asmara resort right in front of the campus for swimming. If I happen to come to Cebu again, I want to come to IMS Academy again.

Yvonne

TOEIC 🇹🇼

This is my second time studying in the Philippines. I came to the Philippines 3 years ago when I was 15. Now I'm 18 and came with my friend this time.

There were many things changed compared to before. This time, I know what I really want to learn, and I tried my best to use English in daily life. As I know how much the environment affect to language learning, I made the same choice as 3 years ago. I made many friends from Mongolia, Korea and more because there were no other Taiwanese, and that was my favorite part at IMS. I enjoyed visiting Oslob with friends to see whale sharks, shopping at the shopping mall and eating local snacks.

Language training this time was very satisfied as well, and had unforgettable life at IMS.



Anu

IELTS 🇰🇷

It was a great experience! My English skills has been improved as much as I'm satisfied with. I think it's because of teachers' correct guidance and the environment where I can always use English. I could only focus on English study with many helps from managers. Also, they provided fun activities every weekends. So I studied very hard on weekdays, and I joined academy activities on Saturday and mingle with friends.

Ah! There was a rule that we should get higher score than the certain score in daily test to go out, this rule made me to study harder. Meals were delicious, especially I like Fruits day on Friday. It was very safe as security guards were always protecting the academy for 24 hours a day. I would like to recommend to people who are hesitating to come to IMS.



Activity Guide

Island Hopping

It is one of the most representative activities to enjoy in Cebu where has beautiful natural environment and clean emerald sea. You can enjoy snorkeling while observing tropical fish and coral reefs. You can enjoy water leisure sports like jet ski and banana boat, and can enjoy plenty of tropical fruits and BBQ on the island nearby after snorkeling.



Oslob Whale Shark Tour

It's conducted in Oslob, around 3 hours away from Cebu city or Mactan area by car. It is one of the amazing experiences which you see huge whale sharks right next to you during snorkeling in the blue ocean.



Kawasan Canyoneering

It is an extreme sport which is held at Kawasan falls, and around 4 hours away from the Cebu city. Kawasan Canyoneering is one of the world's top three canyoneering spots, and you can feel the nature of Cebu along the water flowing through the mysterious canyons.



Fort San Pedro

San Pedro was built in 1565 and it is the oldest fortress in the Philippines. It was used as the base of Cebu independence movement at the end of Spanish rule, the U.S military barracks during the American colonial period and prisoner of war camp during the Japanese colonial period. It is a building that represents the tough history of the Philippines.



Magellan's Cross Pavilion

There's a myth that Magellan landed in the Philippines in 1521 while traveling around the world and made a miracle with the first cross he made. Many people take some parts of the cross because of the rumor that if someone brew the cross and drink, he can make his wish come true and cure your illness. Due to this reason, the cross is covered by hard wood to prevent the damage on the cross at the moment.



Water World

Water World is the most popular waterpark in Cebu as it is the largest and near from the city area. You can enjoy depends on your preference as there are 10 extreme water slides and rides, 200m lazy river, wave pool and so on.





Airport Pick up Service

Provide paid airport pick up service for new joiners who come to the Philippines for the first time

Meal Service

Provide breakfast, lunch and dinner everyday

Laundry / Cleaning Service

Cleaning service 2 times a week and Laundry service 3 times a week for free

Facility Management Service

Any inconvenience and problems in the dormitory will be solved through 'Request Slip', and will be solved in a day by the staff in charge

Medical Service

Immediate consultation and treatment with MOU signed hospital is available

Mailing Service

Letters and parcels can be sent/received through the office staff (small fee accrued)



Internet Service

Provide Free Wi-Fi service

Thorough Student Management – Study Counselling Service

Seize students' English proficiency and weakness/strengths by academic manager and program coordinator and advise. Suggest alternatives such as change of teachers or subjects after consultation

Scholarship System

Award certificate and product support to best student of the month or to students when they reach their official exam target score

Volunteer Activity

Support volunteer activities at least once a month (proceed when there are more than 10 students participate)

Safety Management System

Campus patrol by security guard for 24 hours, campus access control for outsiders and CCTV monitoring system



IMS Academy operates in accordance with the following policy in order to provide academic atmosphere for our students and to respect different cultural backgrounds.

Regulations on Learning

- 1-1. Class hour
 - (1) One program based on four weeks consists of 45-minute regular classes (Monday to Friday), 10-minute breaks and special classes (Monday to Friday). (The number of class days may be adjusted depending on program characteristics.)
 - (2) Students are not allowed to go out with the teacher during the class, and required to take classes at the designated place.
 - (3) If a student is late for class by 10 minutes or more, he/she will be considered as absent, and the teacher can decide whether to continue the class thereafter.
 - (4) If a teacher is late for class by 15 minutes or more, or he/she is absent, it will be replaced by a supplementary class. (No refund available) (Please wait for just 2-3 minutes and inform to the office to take an action ASAP.)
 - (5) If you stop taking classes before the end of the program due to personal reasons, supplementary classes will not be provided.
 - (6) No refund will be given for missed classes due to natural disasters.
 - (7) No Classes are provided on public holidays or the Philippines national holidays.
 - (8) Morning class starts from 7am~7:45am, and it is optional to attend the class. (Except for Family Program students)
 - (9) Night class starts from 6:30pm~8:20. (compulsory for intensive ESL course, optional for others)
 - (10) Designated classroom for junior students are the 1st floor. (5th floor for adults)

1-2. Class Change

- (1) Change of a class and a teacher is available on 2-week basis.
- (2) Once a teacher is assigned, the class should be proceeded at least for 2 weeks, requests for classes or teachers change can be applied at the academic office every Friday from 2pm until 4:30pm. It can be changed from next Monday onwards, after checking the availability of class change

1-3. Level Test and Monthly Test

- (1) After admission, students are assigned to the class according to their own level based on level test.
- (2) Subjects and the number of classes will be arranged depending on the course you registered.
- (3) Students will have progress test every 4 weeks since the admission at the academy, students' level will be marked on the certificate of completion.
- (4) Weekly MOCK test will be proceeded for IELTS and TOEIC courses.
- (5) IMS Academy doesn't provide the exam paper after the test. If students have any question about exam questions, students can review about exam questions with assigned teacher for the subject after the consultation with a head teacher.
- (6) If you are willing to change your textbooks, you can accompany the assigned teacher for the subject, and change or purchase at academic office after consultation. (Exchange/Refund is not available if you have written on the textbook or a week after from the purchase)

1-4. Certificate of Completion

- Certificate of Completion will be issued to students who have completed the training courses (all programs) at the attendance rate of 90% or above.
- (1) If you will be absent from the class by writing an excuse slip, receive the excuse slip from the manager and fill in. It is valid only for excuse slip submitted before the absence of the class
 - (2) When failing to receive certificate of completion or losing it, the reissuance of the certificate of completion process will be proceeded at local branch and shipping it to Korea. Accordingly, international shipping fee + handling fee will be incurred.

1-5. Vocabulary Test

Students must take vocabulary test of the level specified. You must enter from 7:45am ~ 8:15am on Monday ~ Thursday, and you will have to submit your answer sheet by 8:30am. Students who are absent will not be allowed to go out on the day. Take vocabulary test with 10 questions a day based on the vocabulary list, If your score doesn't meet the standard score or above for each course, you will not be allowed to go out on Saturday. (Except for Family Program students)

Program	Number of questions	Exam score when you absent due to OT	Minimum score (for going out on the day)	Minimum score for going out during weekends and staying out overnight	When exam is not available due to exam	Minimum total score (1week, 4days)
ESL	10	10	1	6	6	24
Pre IELTS	10	10	4	4	4	16
IELTS	10	10	7	7	7	26
Pre TOEIC	10	10	4	4	4	16
TOEIC	10	10	7	7	7	26

1-6. Diagnostic Assessment

Diagnostic assessment will be posted on the bulletin board every week of the assessment. If a student does not attend the test (MOCK, Progress) on a designated date, he/she will not be allowed to go out from next Monday to Friday. (If a holiday is included, not allowed to go out on the holiday)

1-7. Prohibited acts during exam

The use of electronic devices during the test is not allowed. Also, all conversations are prohibited. If you violate the rules, it will be considered as cheating and will be treated as 0 score. (Not allowed to go out on the day)

1-8. Self-Study

Self-study time for all TOEIC and IELTS courses must be at least 3 times a week. If you have self-study time less than 3 times in a week, you are not allowed to go out on Saturday.

Regulations on Living

2-1. Deposit
3,000 pesos are to be paid together with local fees after the admission.

2-2. Visa Extension

All visa extension related expenses (SSP, ACR-Icard) will be collected at the time of initial admission according to the number of months registered

Course Period	Deposit	Visa	SSP	ID Card	ACR-I Card	Textbook	Total
Up to 4 weeks	3,000	0	6,800	150	0	3,000	12,650
6 weeks	3,000	3,530	6,800	150	0	3,000	16,480
8 weeks	3,000	3,530	6,800	150	0	3,000	16,480
10 weeks	3,000	8,330	6,800	150	3,000	3,000	24,280
12 weeks	3,000	8,330	6,800	150	3,000	3,000	24,280
16 weeks	3,000	11,360	6,800	150	3,000	3,000	27,310
20 weeks	3,000	14,390	6,800	150	3,000	3,000	30,340
24 weeks	3,000	17,420	6,800	150	3,000	3,000	33,370

Student is responsible for any incidents resulting from not returning the passport. Currency unit: Philippine Peso (PHP) / * Air Conditioning Charges: 15 Pesos(kw)
Textbook fees are average amount, different for each level.

If you had language training for more than 6 months, ECC (Emigration Clearance Certificate) must be issued, and the issuance cost of 1,000 pesos will be added.

- (1) Submit local fees, passport and 2 of 2 X 2 sized photos to the office after the first day schedule
- (2) If you go abroad once and enter the Philippines again, your visa status will be reset. You can start from the first visa extension again, and will be processed in the form of lump-sum payment according to the personal learning registration date.
- (3) If an individual directly conducts the visa extension, a student must extend visa himself/herself according to the number of months registered, and the academy is not responsible for any problem caused.
- (4) If the visa extension application is omitted, disadvantage might be occurred to the students, and students are responsible for it.
- (5) In case of going on a "visa trip", the relevant documents (airplane tickets, travel plans, etc.) must be submitted 1 month before your trip.

2-3. Night Curfew

(1) Curfew check will be carried out at the appointed time during weekdays.

Day of the week	Weekdays (Mon-Fri)	Weekend (Sat, Sun, Holidays)
Gate Passing Time	05:00-07:30 / 17:30-23:00	05:00-23:00

- (1) If students do not follow the curfew time strictly, students must take the penalty. (See Penalty Regulations)
- (2) After the curfew time, only student's own room and self-study room are open, and other public spaces are closed and restricted.
- (3) Main gate will be locked during curfew hours

2-4. Gate Passing Time

- (1) Going out on weekdays (Mon-Fri) is allowed from 5am to 7:30am, from 5:30pm to 11pm, students are not allowed to go out or return other than these timings. (When returning, the guard will inspect the inside of bag and checks whether liquor is brought in)
- (2) Students can go out anytime in between 5am and 11pm (including the day before holiday)
- (3) student who wishes to stay out overnight on weekend is required to submit his/her application form and available only on Saturday. However available for students who are 19 years old or older. (not available for students who are below 19) (IMS shall not be responsible for any problems caused by staying out overnight.)
- (4) Returning time is until before the curfew time.
- (5) Returning time for students who are below 19 is by 10pm. (Including weekdays, weekends and holidays)
- (6) In case of students who need access to go out or return back to the campus due to travel and etc, students can ask for an approval from admin office and if there is a valid reason, students will be allowed to go out or return back to the campus.
- (7) If you break or damage any items in academy, you must compensate for the designated amount. (any damage on the glass, table and so on)
- (8) If you lose your room key, you will be fined 400 pesos as penalty.
- (9) Financial transaction in the academy is not allowed, and the academy is not responsible for the problems caused
- (10) Not allowed to move all furniture and electronic devices, and penalty will be given when moving
- (11) The use of firearms in dormitory is not allowed. If you get busted, the item will be taken by the academy and penalty will be given.

2-12. Cleaning

- (1) Cleaning service application can be submitted up to 2 times a week.
- (2) Must submit the form with room number and your name 1 day before. (Placed in the office on the first floor)
- (3) When a staff member knocks on the room door according to the cleaning schedule, but if you do not open the door in 5 minutes, staff will automatically proceeds to the next cleaning schedule and is considered as the cleaning service has been performed.

IMS Registration, Refund, Exemption Regulations

(4) If students go out while the staff is cleaning your room, the staff will go out of the room as well. In this case, it is considered as cleaned and the staff will go for the next schedule.

2-13. Room move will be available only for students with inevitable reasons, and must follow the management for room room

2-14. Confirmation of the student's safety
The academy can enter the dormitory room to check the student's safety. At this point, staff will be entering the room with the presence of security guard.

2-15. Lights-out & Locking
(1) Please note that the hour for the entire lights-out (except for each room) and locking is 10pm afterwards, students are allowed to access own room in dorm and self-study area only, trespassing on the outside is strictly forbidden.

2-16. Extension of Insurance
(1) For travel-related insurance contracts which were individually made in the home country, students should check and extend by themselves. The academy will not be responsible for any disadvantage incurred when the insurance is not extended.

2-17. Water and Electricity Bills
(1) Utility fees (daily water bill 30, electricity bill 40), 1960 pesos per 4 weeks.
(2) One air conditioner is provided for each room, bill will be calculated monthly and 15peso/1kw. The total amount will be divided by the total number of people in the room.
(3) Electric meters are installed for each room, and students have to pay as much as they have used.
(4) If you move aircon plug cover or make damage on it, penalty of 10,000 pesos will be given.

2-18. Deposit settlement
(1) The settlement of deposit would be made before graduation.
(2) Graduates can get a refund on deposit except for the amount deducted (penalty, air conditioning fee, etc.) on the Friday of graduation week (for early graduates, on the day of graduation).

2-20. Dormitory Check-in/out and additional stay
(1) Check-in is on every sunday and check-out should be done by 11 am every Saturday. Students must notify the office ahead of time if they need to re-arrange the timing.
(2) In case of using dormitory longer than the specified period, students have to pay 1,000 Pesos per day (including meals on the day)

2-21. Receiving mail and packages
Address: Paseo Saturnino St, Banilad, Ma Luisa Cebu City, Philippines 6000 (Tel: 63-32-272-0177)
In order to solve the inconvenience of students, IMS regularly brings the shipment delivered to the IMS Academy every Wednesdays. Fee of 500 pesos will be incurred.

2-22. Hospital Use
If you are sick, you should be diagnosed by a nurse at the clinic. The medicine must be purchased individually, and if student requests medicine, the student is responsible for it. Hospital vehicles are only available for patients in emergency. If you are not an emergency patient, you cannot use the academy vehicle, and need to use a taxi or a grab taxi.

3. Training Fee and Enrollment Regulations

3-1. Authorization for Training Expense Appropriation
IMS Academy has the right to change the language training fees depending on exchange rate, taxes, fluctuations in prices and other government measures.

3-2. Payment of Training Fee
When students want to extend training period, the student has to pay the training fee at least 2 weeks before. Under the rule of advance payment and in cash.

3-3. Refund of Admission Fee : Admission fee is not refundable.

3-4. Deferment of Training Course
(1) Deferment of training is valid for 6 months.
(2) Application for the deferment is available after 3 months from the start of the course, and available on a monthly basis only (for one program).
(Not applicable for less than 4-week course / Deferment request due to personal reasons (vacation, trip, etc.) is not acceptable.
(3) after 6 months from the deferment, the remaining classes would be terminated automatically.

3-5. Refund regulations
(1) Regulations on training fee refund are as follows, the start of training is based on the entry into dormitory. (based on the reservation on admission application)
(2) Refund will be transferred to the applicant's account after 30 days from the written request. (In principle, the refund amount and timing should be decided in consultation with the registered institution.)
(3) If the remaining training period is less than 4 weeks, no refund will be made regardless of the point of cancellation.
(4) No refund provided for those who arrive later than the start date of the course or absent during the training period, and there is no supplementary class for the time of absence.
(5) In case of expulsion by dismissal, no refund will be given.
(6) In case of discounted tuition fee, the refund will be calculated based on the regular tuition fee, and payment of difference may be requested. Rejection of this could be a reason for dismissal. (In case of dismissal, refund will be made according to the regulations)

3-6. Refund of Other Expenses
(1) Visa Fee: It will be refunded for not-processed visa extensions.
(2) SSP Fee: Refund is not available after class starts.
(3) Pick-up Fee: Pick-up fee will be refunded only when requesting for refund by one day before pick-up schedule

3-7. Extension of Training
(1) After initial registration, the training can be extended on a weekly basis, and you must apply and pay two weeks before the class starts. (After informing the manager, apply for extension directly to the registered institution.)
(2) Extension is available subject to availability of dormitory rooms.
(3) When registering for extension, it is not allowed to register through the institution other than the initially registered one.

3-8. Facility Use Guide
(1) Restaurant: 06:30~08:30(08:00~09:00 on weekends) / 12:00~13:00 / 17:30~19:00
(2) Classroom: 08:30~20:30 (When opening dawn classes, 07:00~20:30)
(3) Self-study room: for 24 hours
(4) Smoking area: 07:00~22:00, Do not use for more than 5 minutes, No talking in loud voice

4. Reward and Punishment System

4-1. Prohibition Regulations
(1) IMS Academy which is integral language school (Institution + dormitory) applies the following penalties for 24 hours.
A. Warning: It is accumulative for each program. (4-week basis)
B. Dismissal: It will be regarded as that the student is no longer willing to comply with the rules and regulations, and forced to be expelled according to the result of discussion with the Dismissal Judging Committee (Managers from each country)

(2) If the students of our institution act in violation of the rules and regulations, we will take actions in accordance with the following rules and regulations and post them on the bulletin board.
(3) All students enrolled in IMS have agreed to abide by the following rules and regulations and the IMS Academy has the obligation and authority to do so.
(4) If the warning is accumulated three times, he/she will be dismissed according to the Dismissal Judging Discussion.

4-2. Penalty Regulations

Reason	PENALTY
Where a warning is required under the judgment of the manager due to the possibility of ruining the discipline of the academy.	1 warning
When bringing alcoholic beverages into the campus, drinking, and when empty bottles or bottle caps are found in the room.	1 warning
Moving furniture and electronic devices in the campus without permission.	1 warning
When using firearms in dormitory.	1 warning
Using kitchen facility(cooking items) personally, using restaurant after 10pm.	1 warning
Violation of Curfew	1 warning
Unauthorized going out (time other than the specified going-out time, going out during curfew period)	1 warning
Unauthorized staying out overnight (passing curfew time or without application for staying out overnight, staying overnight during the curfew period)	1 warning
Gambling (still considered as gambling game without betting like card games). The same applies when finding out Hwatu or Trump	1 warning
Smoking and cooking in the room	1 warning
Violation of prohibition of trespassing on other student's room for 24 hours (of the same sex) / In case of going out of the window, considered as an intention to trespass on other student's room.	1 warning
Attendance rate below 70% based on 1 program (4 weeks)	1 warning
Ordering food delivery after 9pm, eating after 10pm and catering in not designated area.	1 warning
Roaming around after curfew outside of the designated area(dormitory and self-study room)	1 warning
Failure to comply with the Guard's instructions (Guard complies with the student's basic regulations)	1 warning
Physical contact in the campus (Excluding outside of campus)	1st warning, 2nd dismissal
24-hour restrictions on entering other students room(different sex)	1 warning
In the event of violence and initiative or obstruction of business near academy or in the campus	immediate dismissal
Visiting casino	dismissal
Dating with a teacher	dismissal
When leaking information on discounts of the institute (price, promotion, etc.)	pay for the difference or dismissal for the period concerned
Rejection of the difference payment	dismissal

* When there is any chage on regulations(additions), it will be effective one week after the notice on the bulletin board.
* Warning will be reset per program(4week)

4-3. Penalty reduction (Penalty reduction is possible only once per training period in the following cases)
(1) Reduce 1 warning, if you write an essay about the reason for studying English (one sheet of 12 points on A4)
(2) Reduce 2 warnings, if you do a graduation event speech (more than 3 minutes)

I agree with the regulations above

Date: _____
Name: _____ (Signature)

Preparation for Departure

STEP 01 Passport Preparation

You can enter the Philippines only if you have more than 6 months left until the date of expiry. You can apply for a passport directly at the nearest district office or it can be done on your behalf by cooperative agency.

STEP 02 VISA

You can stay in the Philippines for 30 days without a visa and possible to extend it for 30 days every month.

STEP 03 Flight ticket/ Insurance

You must purchase a round-trip ticket to enter the Philippines, and make sure that your name on the flight ticket is the same as your name on your passport. Please make sure to sign up for international student insurance in case of a medical accident. Inform your flight schedule to IMS after the purchase of the flight ticket and check the pick-up schedule.

STEP 04 Check Items for Departure

Necessary Items	passport, round-trip ticket, international debit card, insurance
Studying essentials	electronic dictionary, writing implement, notebooks, reference book, backpack, hand carry bag
Clothes	short sleeve, shorts, long sleeve, pants, hat, underwear, socks, swimming items (if using swimming pool), shoes, flip-flops, sleepers, golf gloves (if have golf lesson)
Toiletries and other items	toiletries, shaving kit, cosmetic products, towel, feminine products, tissue, dryer, converter, sunglasses, sunblock, watch, glasses, lenses, saline solution, medicine, tumbler, nail cutter

STEP 05 Currency Exchange

If you exchange with US \$100 notes, the exchange rate is good for peso in the Philippines. Prepare minimum amount of your own allowance and local fees that you need to pay after arrival, it is convenient for you to have international debit card. (Woori EXK card, Hana Viva card)

STEP 06 Departure

For international flights, it is recommended that you arrive at the airport at least 2 hours before your flight for check-in. Go to airline check-in counter and proceed departure procedure.

Check-in → Send luggage → Security check → Immigration for departure → Boarding

STEP 07 Arrival

After arriving at Mactan-Cebu International Airport in the Philippines, you can come to the school after immigration → collect luggage → custom check → find IMS pick-up picket at the meeting place → meeting with pick-up manager.